



OFFICE OF PUBLIC INSTRUCTION

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Superintendent

TR-6 Bus Route Reimbursement form.

1. Open your browser and go to the OPI website at www.opi.mt.gov. Choose Pupil Transportation from the "Programs & Services" menu in the upper right side of the screen. Click on "Pupil Transportation Data Entry" to the right of the OPI Yellow Bus logo. User Name and Password is the name and password that you received from Maxine. It is easy to cut and paste the first password into the data cell by using "CTRL C" (control C) to copy and "CTRL V" to paste into the data cell.
 2. The home page for the OPI Pupil Transportation Program will open. You will see the home page information at the top and the Transportation Menu will be in the middle of the page. Go to Data Entry in the menu bar below "OPI Pupil Transportation". Choose Bus Route Reimbursement Form. Select your school and make sure that you are in the correct semester of the current year.
 3. The message in red at the bottom tells you that no bus route claims have been entered yet. Press the "New Claim" button. Enter the 1st day of the appropriate semester for the current year and tab to the next field. Enter the last day of the semester. These two dates will remain in these fields so you only need to enter them once.
 4. Choose the route by number and tab to the "Days Operated" field. Choose the driver by name or drivers license number.
 5. Click the "SAVE" button after each complete record entry. Click the "New Claim" button to add each bus route at your school. When you have them all completed and you know everything is in place, click the "Show Claims List" button.
 6. Click the "Validate Bus Route Claims" button to make sure that everything is ok. If you receive red validations on the error report, these must be fixed before you can click the submit button. There will be nothing on the page except the header if all is well.
 7. To print the new TR-6, go to Reports, click on Bus Route Reimbursement. Click the "Print to PDF" button and click the small printer icon on the menu bar right above the document. This report doesn't look the same as the old report but it provides more information and the signature line will be under the last bus route.
- **THE ADMINISTRATIVE RULE REQUIRING DISTRICTS TO SUBMIT PAPER COPIES OF ALL COMPLETED AND APPROVED TRANSPORTATION FORMS HAS BEEN UPDATED.** Once a document is printed and signed, please make copies for your file and the county superintendent. Contact Maxine at mmougeot@mt.gov.